

FEDERAL CLERKSHIPS
OFFICE OF THE CLERK - LEGAL DIVISION
U.S. COURT OF APPEALS FOR THE THIRD CIRCUIT

The Office of the Clerk - Legal Division (formerly the Office of Staff Attorneys) for the United States Court of Appeals for the Third Circuit anticipates hiring several attorneys for two-year clerkships commencing in **September 2006**. Third year students and recent graduates are invited to apply.

Staff Attorneys Offices were created in the United States Courts of Appeals by act of Congress in 1976. Staff attorneys serve the court at-large rather than in the chambers of individual judges. In the Third Circuit, staff attorneys draft memoranda, opinions and orders to assist in disposition of appeals and other proceedings before the court, primarily in pro se cases. Staff attorneys also may have an opportunity to work in the chambers of a Circuit Judge. The clerkship focuses on federal constitutional law and procedures; areas of responsibility include habeas corpus, civil rights and appellate jurisdiction. Substantial expertise is developed in federal appellate, civil, and criminal procedure, and some familiarity is developed with the laws of Pennsylvania, New Jersey, Delaware and the Virgin Islands. While primarily a research and writing clerkship, the staff attorney position also may entail substantial case management responsibilities.

The starting salary for entry level attorneys currently is \$52,780 (classification level 27-25). Experienced attorneys may be appointed at higher classification levels.

Staff attorneys have gone on to a variety of positions following their clerkships with the Court of Appeals for the Third Circuit. Those who have chosen to continue in government service have worked for the U.S. Department of Justice, the U.S. Department of Labor, the U.S. House of Representatives, and the U.S. Department of the Treasury, as well as for U.S. Attorneys Offices, federal and state Offices of Public Defenders, and state Offices of Attorney General or District Attorney. Those attorneys who have chosen private practice now work for a variety of law firms both large and small throughout the United States. One staff attorney recently was selected for the Justice Department's Honors Program; another was chosen for a Skadden Fellowship.

Applicants must have a strong academic background and demonstrated research and writing ability. Maturity, good judgment, high ethical standards, flexibility in handling assignments, and a positive work attitude are required. Law review, moot court, clinic or internship experience is desirable. Course work or work experience in the following areas also is helpful: civil rights; post-conviction remedies, including habeas corpus; criminal law; prisoner law; employment law; and immigration law.

APPLICATION PROCESS: To apply, you must submit the following documents to the Office of the Clerk - Legal Division by the deadline stated below:

- (1) Résumé, with cover letter;
- (2) Current law school transcript (a copy of an **official** transcript is acceptable); and
- (3) Writing sample edited by you only. (If you submit a published law review note, you also must submit an additional, unedited writing sample.)

DEADLINE: All applications must be **postmarked not later than Friday, October 14, 2005**. Applications will be considered for positions immediately available as well as any that become available through calendar year 2006. Late applications will be considered only if positions remain available after consideration of timely applications. Incomplete applications **will not** be considered.

ADDRESS: Marisa J.G. Watson, Chief Deputy, Office of the Clerk - Legal Division, Room 4416, William J. Green, Jr. Federal Building, 600 Arch Street, Philadelphia, PA 19106-1616

BENEFITS AND OTHER INFORMATION:

Federal law clerks and staff attorneys are not included in the government's civil service classification. Benefits to which law clerks and staff attorneys are entitled include:

Insurance and other benefit programs: Eligible to participate in federal health benefits and life insurance programs; flexible benefit program (medical and dependent care); and commuter benefit program.

Paid Vacations: 13 to 26 days per year, depending on length of federal service.

Paid Holidays: 10 days per year.

Sick Leave: 13 days per year.

PLEASE DIRECT FURTHER INQUIRIES, IN WRITING, TO THE ADDRESS PROVIDED ABOVE. **TELEPHONE INQUIRIES ARE DISCOURAGED.**

THE COURT OF APPEALS FOR THE THIRD CIRCUIT IS COMMITTED TO EQUAL OPPORTUNITY FOR ALL APPLICANTS.